

**Statement of Legal Action  
City of Sedona  
Historic Preservation Commission Meeting  
Vultee Conference Room, Sedona City Hall, Sedona, AZ  
Monday, March 11, 2013 – 4:00 p.m.**

**1. Verification of notice, call to order, roll call and Pledge of Allegiance.**

Chairman Unger called the meeting to order at 4:03 p.m.

**Roll Call:**

**Commissioners:** Chairman Brynn Unger, Vice Chairman Allyson Holmes, Commissioners Catherine Coté, Jane Grams, Ann Jarmusch, Charles Schudson arrived at 4:30 p.m., and Steve Segner.

**Staff:** Audree Juhlin and Donna Puckett

**Council Liaison:** Councilor Dan McIlroy

**2. Welcome new Commissioner Catherine Coté.**

Chairman Unger welcomed Commissioner Coté and the Commissioner noted that as Sedona becomes more of an international destination, she wants to see Sedona's history preserved. The Commissioners, staff and Councilor McIlroy then introduced themselves.

**3. Public forum for items not on agenda. Limit of 3 minutes per presentation. (Note that the Commission may not discuss or make any decisions on any matter brought forward by a member of the public).**

*Chairman Unger opened the public forum.*

**John Miller, Sedona, AZ:** Discussed the owner's interest in selling the Brewer Road Ranger Station and Barn property; both structures are on the National Register of Historic Places.

*Chairman Unger closed the public forum.*

**4. Presentation/discussion regarding Arizona open meeting law requirements, conflicts of interest, email and other communications, subcommittees and staff working teams, public record retention, and other applicable requirements**

Mike Goimarac, City Attorney, provided a detailed presentation of the Open Meeting Law and Conflict of Interest requirements; limitations regarding email and other forms of communication; public record retention responsibilities, and other legal requirements that are applicable to all Commissioners.

*No legal action was taken.*

The Chairman asked if the Commission was in agreement to open agenda item 6 for Commissioner Segner's announcement at this time, since he has to leave the meeting, and the Commission expressed agreement.

**6. Commission and staff announcements and summary of current matters.**

Commissioner Segner referenced the historic walk project from Pink Jeep Plaza to L'Auberge and displayed a proposed mounting for plaques that could be used on the railing, as well as his ideas for different types of plaques. The mountings probably would cost \$75 to \$80 each, but they are hoping to get a lot of it donated.

*Note: Commissioner Segner left the meeting at this time.*

**5. Discussion regarding Commissioner roles and responsibilities and code of conduct.**

Donna Puckett reviewed the City's organizational structure, Commissioners' roles and responsibilities, the code of conduct expected of all Commissioners, and encouraged the Commissioners' to read the Commissioners Handbook periodically as a review.

*No legal action was taken.*

*Note: Commissioner Schudson indicated that he needed to leave the meeting at this time.*

**6. Commission and staff announcements and summary of current matters. (Continued)**

Chairman Unger distributed copies of the Historic Preservation CD that contains Commission forms and reference information for Historic Preservation Commissioners and staff.

Donna Puckett announced that the 2014 HP Conference on the Commission's Work Program is going to be held someplace else, so that can be removed from the Work Program. Additionally, the HP Conference for this year will be held June 12 – 14 at the Hilton Phoenix/East in Mesa, AZ, and Chairman Unger and Vice Chairman Holmes are interested in attending. If others are interested, they need to let staff know tomorrow morning.

Donna then explained that she will be pitch-hitting as their Staff Liaison for a couple of months while Cynthia Lovely is working with the Citizens Steering Committee to draft the new Community Plan. Also, if there is no objection from the Commission, she will work with Chairman Unger to prepare a proposed proclamation for National Preservation Month, since it needs to be addressed before the next Commission Meeting.

Chairman Unger announced that three Commissioners looked at the Elks Lodge, since they are looking to landmark it, and she received a note from the Masonic Lodge about possibly landmarking the lit cross, so both groups have been given information. Additionally, Cynthia Lovely mentioned to her that three or four others have expressed interest in landmarking.

The Chairman then indicated that she will be working on updating the Commission's brochure, and announced that the Sedona Historical Society wants the City to look at a structure that is outside the City limits, because they would like to move it onto the City's property, so she will be going with staff to look at it.

The Chairman indicated that the Commission will have the U.S. Forest Service buildings on its regular agenda as well as the History/Movie Walk. There is still work that needs to be done by the City before we can discuss the Block House, so she will bring that back to the agenda when it is appropriate. The Commission also possibly needs to prioritize which potential agenda ideas are most urgent and we want to discuss the Small Grant Program for emergency repairs.

Commissioner Jarmusch asked about a Commission tour of the Forest Service buildings and reported that she will be requesting the preference of dates in March for Kathy Levin's luncheon. The Chairman pointed out that will need to be publicly noticed.

**7. Discussion and possible action of potential events for May "National Historic Preservation Month".**

In addition to having the month proclaimed as National Preservation Month, the following items were discussed for consideration: Howard Madole is having his 90<sup>th</sup> birthday; Don Woods is closing his office and has expressed interest in donating his drawings to the City; we have the dedication of the Dorothy Philips home, and we need to update the Endangered Properties List.

Commissioner Grams indicated that Janeen Trevillayn offered to do a shortened walking tour of the Pump House and Owenby Ditch, etc., and Janeen also had asked about the quilt. The Chairman agreed that the gifting of the quilt should be on the list.

*No legal action was taken.*

**8. Discussion/possible action regarding future meeting dates and future agenda items.**

Chairman Unger noted the following potential items for the agenda: The History/Movie Walk; the USFS Buildings and the Block House; the Historic Preservation Month, and the Commission's brochure and Endangered Places Brochure. The April meeting will be on April 8<sup>th</sup> at 4:00 p.m.

**9. Adjournment.**

Chairman Unger adjourned the meeting at 6:10 p.m., without objection.

I certify that the above is a true and correct summary of the actions of the Historic Preservation Commission on March 11, 2013.

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Donna Puckett, *Recording Secretary*

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Date